Contractor Packaging Capability Review

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Agenda

- What is a Contractor Packaging CapabilityReview?
- Before the contractor visit
- Introduction to the contractor
- Tour of the facility
- Completing the Checklist
- Out brief the contractor
- Summary
- Quiz

What is a CPCR?

- **A Contractor Packaging Capability Review (CPCR) is an audit tool utilizing form DLA Form 1095, or a similar computer generated form, to determine the contractor's Preservation, Packaging, Packing and Marking capabilities.**

- **DLA Form 1095 provides a comprehensive checklist.**

- **It is also a historical record of observations that were made during the course of the facility visit and can be used as a Risk Assessment tool.**

BEFORE THE CONTRACTOR VISIT

- **Review contracts to determine the Buying Activity and complexity of the Packaging requirements:**
  - **Military Packaging & Marking**
  - **Special Packaging Instructions**
  - **Hazardous Materials Packaging**
  - **Commercial Packaging**

- **Review contractor file for a record of Packaging Supply Discrepancy Reports (SDRs).**

Introduction to the Contractor

- **When the contractor is contacted:**

  - **State name, title, office, & purpose of visit.**
  - **Obtain names, titles & phone numbers of key contractor personnel.**
  - **Request a brief history of the contractor's Packaging experience including complexity & Buying Activities supported.**
  - **Ask the contractor to explain his Packaging**

Tour the Area

- **Determine if the contractor has adequate Packaging,**
  Marking & Materials Handling Equipment.

- **Confirm there is an adequate, secure & dry space to**
  accommodate the contractor's workload.

- **Be alert to material & storage conditions that are**
  conducive to damage, loss, or contamination of
  procured material.

Complete 1095

- **Most of the information needed for DLA Form 1095 has been obtained up to this point.**

- **Obtain necessary information to finalize the form.**

- **The form should reveal the effectiveness & overall capability of the contractor's Packaging operation while identifying specific problem areas, such as:**

  - **Erroneous interpretation of contract**

Brief the Contractor

- **Provide Packaging & Marking related information that will be useful to the contractor, such as websites, packaging subcontractors, marking illustrations, etc.**

- **Provide positive comments on Packaging processes done correctly.**

- **Advise the contractor of the deficiencies found & recommend the corrective action necessary**

Section I

- **Enter the contractor specific information as specified**
  (POC's, etc.).

- **Indicate type of training the contractor has received**
  (OJT, SMPT, and/or HAZMAT

- **Recommend additional training that would be helpful**
  or required by law.

- **Based on your observations & findings enter the**

Section I continued

- **Enter the sub-contractor specific information.**

- **Does the contractor have packaging procedures & are they adequate?**

- **Does the contractor have a system for maintaining current specifications & standards?**

- **Are procedures adequate & do they specify who will do what, when, where?**

Section I continued

- **Does the contractor have currently trained, knowledgeable personnel available to process Hazardous Material shipments?**

- **Are HAZMAT regulations current? Do they have current regulations required to process HAZMAT? (I.e. CFR49, IATA, IMO, AFIM 24-204.)**

Section II

- Is the contractor familiar with the Military Preservation Methods & Packing Levels A, B & Minimal?

- Does the contractor perform the heat-sealed seam pull & leak tests?

- Can the contractor decipher MIL-STD-2073-1D Packaging Requirement Codes

- Does contractor understand palletization requirements?

Section II continued

- **Does the contractor have MIL-STD-2073-1D,**
  MIL-STD-129P, MIL-DTL-117 & ASTM D 3951?

- **Are the Specifications & Standards current?**

- **Does the contractor use Heat Treated pallets,**
  wood boxes & dunnage?

- **Does the contractor have an ESD workstation?**

Section III

- **Are Packaging materials stored properly?**

- **Does contractor take advantage of mechanization (rollers, stretch wrap)?**

- **Is the work area efficient & avoid extra steps?**

- **Is storage space sufficient for their needs? Is it clean, dry & easily accessible?**

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Section IV

- **Indicate the packaging equipment the contractor has available.**

- **Is it adequate for the type & quantity of material processed?**

Section V

- **Does the contractor estimate his Packaging cost based on Time & Material or does he use a percentage?**

- **Does the contractor use one source for Packaging materials & servi shop competitively?**

Section VI

- **Is the contactor 's Packaging operation capable of meeting contract requirements?**

- **Are there any areas in the contractor’s Packaging operation that needs improvement?**

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Summary

- **The contractor needs to know who you are & why you are performing a CPCR.**
- **It is important to prepare for the CPCR visit.**
- **DLA Form 1095 is a useful tool. Use it as a checklist & record observations.**
- **Brief the contractor on your findings & make recommendations.**
- **Document you findings & request corrective action for any deficiencies.**

Quiz

1. **When performing a CPCR, is it necessary to tell the contractor who you are, what you are doing and why?**

   a) Yes

   b) No

   c) Only if you feel like it

Quiz

2. Is it necessary to brief the contractor on your findings?

   a) No

   b) Yes

   c) Not until you leave their plant

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Quiz

3. What plant related items should you look for?

a) Necessary tools and equipment

b) Adequate storage for materials

c) Work areas clean and dry

d) Specifications are in place and up to date

e) All of the above

Quiz

4. When processing HAZMAT, is it necessary for the contractor to have HAZMAT trained personnel performing the packaging functions?

a) Yes

b) Not required

Quiz

5. Before the audit, is it necessary to research the contractor's history for prior Supply Discrepancy Reports (SDRs)?

a) Yes

b) No